

How to modify the dependency status of a family member – A Step-by-Step Guide

Step 1: Log in to UMOJA Employee Self Service and select “Life and Work Events”

The screenshot displays the 'Employee Services' interface. At the top, there is a navigation bar with 'Map', 'Directory', and 'Index' links. Below this, the page is organized into several service categories, each with an icon and a brief description:

- Status Overview**: You can display an overview of the status of your open processes here.
- Personal Information**: In this area, you can use services to maintain and display your personal data.
- Entitlements**: In this area, you can access to your entitlements
- Benefits and Payments**: Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.
- Life and Work Events** (highlighted with a red box): Guides you through a number of Life and Work Events from birth of a child to beginning work at a new duty station.
- Travel, Shipment and Expenses**: In the area, you can handle and process travel requests, shipment, travel plans, and expense reports.
- Time Management**: In this area, you can use services to record your working time, request leave, and display your time account data.
- Career and Job (Outside Umoja)**: In this area you can access UN career and job opportunities

Under the 'Travel, Shipment and Expenses' section, there is a 'Quick Links' area with the following links:


- [Traveler Work Center](#)
- [Create Official Travel](#)
- [Create HR Travel](#)
- [Create Entitlement Travel](#)
- [Create Unaccompanied Shipment Request](#)
- [Create Expense Report](#)


Step 2: Select “Add/Modify a Dependent”

Life and Work Events

Back

▼ Service Map

 **Work Events**
[Personnel Actions](#)
You can view list of Personnel Actions

 **Life Events**
[Add/Modify a Dependant](#)
Add a family member (spouse, child or parent) as a dependant, eligibility must first be established
[Dependent/Household Member Documents](#)
[Dependent/Household Member Documents](#)

Step 3: Select "Dependency"

ADD/MODIFY DEPENDENT

Create Leave Request	Dependency	Addresses - For all address changes, including emergency contact	Rental Subsidy
Entitlement Travel	Personal Data (includes Marital Status, Nationality and Personal IDs)	Bank Details	Add/Change Beneficiary

Step 4: Select the family member whose status you would like to change

ADD/MODIFY DEPENDENT

Create Leave Request	<input checked="" type="checkbox"/> Dependency	Addresses - For all address changes, including emergency contact	Rental Subsidy
Entitlement Travel	Personal Data (includes Marital Status, Nationality and Personal IDs)	Bank Details	Add/Change Beneficiary





Family Data Overview Page

▼ **Help Center**

[Additional HR Information sheet](#)

▼ **Family Data** Spouse & Rel.-Recog. Child Step Child Non-Recognized Spous Father Mother Sibling Household Employee Others

Family Members / Dependents

 Family Member	Edit	Delete	First Name	Last Name	Valid From	Valid To
 Spouse & Rel.-Recog.			John	Smith	01.09.2017	07.10.2017

Step 5: Click on "Edit"

ADD/MODIFY DEPENDENT

Create Leave Request	<input checked="" type="checkbox"/> Dependency	Addresses - For all address changes, including emergency contact	Rental Subsidy
Entitlement Travel	Personal Data (includes Marital Status, Nationality and Personal IDs)	Bank Details	Add/Change Beneficiary

Family Data Overview Page



▼ Help Center

[Additional HR Information sheet](#)

▼ Family Data

Spouse & Rel.-Recog. Child Step Child Non-Recognized Spous Father Mother Sibling Household Employee Others

Family Members / Dependents

Family Member	Edit	Delete	First Name	Last Name	Valid From	Valid To
Spouse & Rel.-Recog.			John	Smith	01.09.2017	07.10.2017

Step 6:

- A) If you are modifying the family member's status to dependent, select the field to confirm "Is the Spouse Financially Dependent?"
- B) If you are modifying the family member's status to not financially dependent, un-select the field to confirm "Is the Spouse Financially Dependent?"
- C) If you are modifying the family member's status to reflect living with you at the duty station, select "Does the family member reside with the Staff Member?"
- D) Enter remarks as applicable.

Create Leave Request	<input checked="" type="checkbox"/> Dependency	Addresses - For all address changes, inc
Entitlement Travel	Personal Data (includes Marital Status, Nationality and Personal IDs)	Bank Details

Family Data Application

Marital Data

Marital Status: *

Marital Status Since:

Additional Fields

Does the family member reside with the Staff Member?:

Is the family member Employed?:

Is the Spouse Financially Dependent?:

Reference Personnel Number for Family Member

Reference Personnel Number:

Remarks

Enter Remarks for Approver:

Select appropriate fields.

Enter applicable remarks.

Step 7: Be sure click on "Submit" when changes are complete.

Create Leave Request	✓ Dependency	Addresses - For all address changes, inc
Entitlement Travel	Personal Data (includes Marital Status, Nationality and Personal IDs)	Bank Details

Family Data Application

Marital Data

Marital Status: *

Marital Status Since:

Additional Fields

Does the family member reside with the Staff Member?:

Is the family member Employed?:

Is the Spouse Financially Dependent?:

Reference Personnel Number for Family Member

Reference Personnel Number:

Remarks

Enter Remarks for Approver:

Step 7: Please notify the UN JPO Programme once you have successfully submitted your changes for our review and approval.

ADD/MODIFY DEPENDENT

Create Leave Request	✓	Dependency	Addresses - For all address
Entitlement Travel		Personal Data (includes Marital Status, Nationality and Personal IDs)	Bank Details

Family Data Overview Page

✓ Request successfully sent to HR Partner for Approval